Blake DeRouchey
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Vacant
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Vacant
Municipal Police
Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police
Department

Wendi Hess
Communications Center

Cindy Heick
Iowa DPH

Peter Huffman
Iowa DOT

Trace Kendig
Iowa DNR

Patrick Updike
Iowa DOC

Annette Dunn
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
February 13, 2020
Des Moines Parks & Rec
1551 E. Martin Luther King, Jr. Pkwy
Des Moines, IA 50317

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Eleven voting board members attended, via phone and in-person, establishing a quorum.

Voting Members in Attendance: Peter Huffman, Cindy Heick, Tom Lampe, Blake DeRouchey, Wendi Hess, Michele Bischof, David Ness, Rob Rotter

Members via Conference Line: Patrick Updike, Carole Lund-Smith, Angela Clouser

Non-Voting in Attendance: SWIC Chris Maiers, Administrative Assistant Hollie Davidson, FirstNet Outreach Specialist Shawn Wagner

Absent: Trace Kendig, Annette Dunn, Andy Buffington, Ellen Hagen

Guests: David Barnett, Tracey Bearden, Brad Burke, Douglas Knoll, Brent Long, Melvin Mercado, Doug McCasland, Tom Reis, Tammy Rodriquez

Approval of Agenda: Michele Bischof made a motion to approve the February meeting agenda. Peter Huffman seconded the motion. All in favor. Motion passes.

Approval of Minutes: David Ness made a motion to approve the January 2020 meeting minutes. Peter Huffman seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers gave a rundown on the Iowa-Illinois MOU that is up for approval in New Business. Illinois had previously approved the MOU. However, as a result of the State of Illinois personnel changes, some revisions were made to the document that was already approved. A second approval by ISICSB of the revisions is now required. The Governance Committee approved the revised MOU to be brought to the ISICSB for final approval. Approval of the document will enhance Iowa-Illinois interoperability by allowing Illinois agencies to join the ISICS Platform for interoperability and Iowa agencies to join the Illinois Starcom 21 network for interoperability.

SWIC Maiers reports that there was an Iowa/Minnesota cross-border training in January. The training was done in coordination with the Minnesota SWIC, and several agency representatives attended. A primary topic of discussion at the training related to patching into each state's radio system (ARMER for Minnesota and ISICS for Iowa) and policies/procedures and how that could expand along the border. Another topic of discussion relates to allowing State Radio to patch into ARMER as needed.

The Statusboard is currently in development stages and progressing nicely. SWIC Maiers gave a demonstration of what the Statusboard looks like and its functionality. Some of the functions of the Statusboard include reserving radio channels and talkgroups, viewing current channels and talkgroups that are in use, personnel user profiles, and a built-in Outlook Calendar. The primary focus of the StatusBoard is to increase situational awareness as to what interoperable resources are available across the State of Iowa. The ISICSB can easily manage most of the Statusboard management components.

SWIC Maiers also discussed the mobile browser capabilities of using the Statusboard. The hope is to improve and be able to provide easy access to the Statusboard while using a mobile browser for in-field users.

SWIC Maiers acknowledged that dispatcher training for using the Statusboard would be extremely important. The plan is to travel around the state to each region and provide regional Statusboard training. One-on-one training will also be available.

SWIC Maiers gave an update on the recent TIA/TR-8 training in New Orleans. Two P25 standards were approved – one regarding an update to the definition of Intrinsicly Safe Radios and one addendum regarding problems with communications between single-key and multi-key radios.

Another topic of discussion in New Orleans included the ISSI and the Compliance Assessment Program. In addition, a lot of work recently related to the ISSI has been on the convergence of LMR and LTE. SWIC Maiers suggests that ISICSB start addressing where to go in respect to LMR/LTE convergence.

SWIC Maiers reports that he has had several one-on-one training with PSAPs regarding ISICS, the control stations, and patching.

SWIC Maiers ended his report by informing the ISICSB that the requested TAs for courses were also approved by ECD and ICTAP.

E911 Council Report & E911 Program Manager: 911 Program Director Blake DeRouchey reports that the 911 Council met, and the work on the migration of the wireline to the Next Generation Network is ongoing. The cutover plan for PSAPs to transfer over to the Next Generation Network has been released, and the process will tentatively start in May 2020 with total transfer completion of all PSAPs by August 2020.

The 911 Council is also currently addressing whether or not there is a more effective way to allocate training funds. Mr. DeRouchey encourages the ISICSB to share any feedback and input regarding this issue.

User Group Committee (UGC): SWIC Maiers reports that the UGC met, and there is one user up for approval in New Business – Mapleton Police Department – Level 2.

Finance Report: SWIC Maiers reports that the monthly net expenditures during January for the Interoperable and Broadband Communications Fund were $7,551. The January ending balance was $147,459. Monthly expenditures during January for the SLIGP 2.0 Grant were $11,236. Of that amount, $8,989 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 Grant is $363,417.

SWIC Maiers reports that the SLIGP 2.0 Grant Extension has officially been approved through March 31, 2021.

Governance Committee: Chair Lampe reports that Peter Huffman will be the new Governance Committee Chair.

On behalf of Governance Chair Huffman, SWIC Maiers reports that the Governance Committee met and reviewed the Iowa-Illinois Memorandum of Understanding (MOU). The Committee approved the MOU and is up for approval in New Business.

Operations Committee: Operations Chair Bischof reports that the Committee met and has received feedback from the Technology Committee regarding the potential of VHF users utilizing VCALL-10 to allow interoperability to those users specific areas.

The Operations Committee is also discussing the size of the Homeland Security Regions and the regional CALL talkgroups for each of the already existing six regions. The Committee has received data from Genesis, and the group is evaluating how to proceed. The goal is to ensure that what agencies are hearing is pertinent to them. Any adjustments will be based on the data the Operations Committee sees.

Chair Bischof states that the Operations Committee is also reviewing qualitative measures related to what is broadcast on the regional CALL talkgroups and whether or not these broadcasts are appropriate. Chair Lampe encouraged the Operations Committee to reach out to other states regarding how they have handled any issues related to interoperable talkgroups that may cover large geographic regions.

Chair Bischof reports that there is a letter from the Polk County Law Enforcement Executive Association (PLEXA) that is up for approval in New Business.

Outreach Committee: ISICSB Administrative Assistant Hollie Davidson reports the following regarding upcoming RIC Outreach Events:

- RIC 4: Council Bluffs scheduled for 2/27/2020 (includes Dispatch Training & ISICS/AT&T/FirstNet updates)
- RIC 3: Ida Grove scheduled for 3/24/2020 (includes Dispatch Training & ISICS/AT&T/FirstNet Updates)
- RIC 2: Per request, a third RIC 2 scheduled for 4/7/2020 (Dispatch Training only)
- RIC 1: Tentatively scheduled for 5/19/2020 (includes Dispatch Training & ISICS/AT&T/FirstNet Updates)

Ms. Davidson reported that turnout for the events has been excellent.

FirstNet Outreach Specialist Report: FirstNet Outreach Specialist Shawn Wagner reports that updates to the ISICS website are in progress. Mr. Wagner asks that everyone who reports updates to the website use the same registration process.

Mr. Wagner states that the term for an agency to be considered "online" means that a key has been issued, and the user can utilize the ISICS platform. Mr. Wagner is working with Dave Brittain (DPS) and SWIC Maiers to ensure that approved users that have been issued keys show up as approved users being online.

Mr. Wagner states that in order to know if the users are actively using the platform, he would need to request utilization reports from DPS administration. SWIC Maiers stated that the only way to be able to see user activity would be to look at reports generated from Genesis.

Vice-Chair David Ness encourages moving forward with getting users online and using the platform. Chair Lampe suggests that Operations Chair Bischof and the Operations Committee develop a formal request for Mr. Wagner with direction on how they would like him to move forward with categorizing ISICS users on the ISICSB web site.

Training/Exercise Committee: No report.

Technology Committee: Technology Chair Patrick Updike reports the Committee met twice and reviewed the Operations Committee documents regarding VCALL-10. They also investigated potential uses of VTAC33 and VTAC34, but recognized FCC licensing issues might make that difficult. The Technology Committee will look into any issues associated with licensing and coordinating VCALL10 for the PSAPs with old LEA equipment.

The Technology Committee plans to continue the discussion regarding the convergence of LMR and LTE.

Chair Updike reports that the Technology Committee is also reviewing a potential policy for mitigating interference issues between mobile LTE deployables and LMR subscriber radios. That has been sent to Governance for review. SWIC Maiers discussed reports of LTE deployable vehicles interfering with LMR subscriber radios and a new guidance document released by FirstNet regarding mobile deployable LTE vehicles.

FirstNet Broadband Committee: FirstNet Committee Chair Bischof reports that the FirstNet Committee met and discussed the Boulder Lab visit.

The FirstNet Committee discussed the Deployable handout received from Kyle Richardson. The handout has been posted to the ISICSB website for public viewing.

Chair Bischof reports that the FirstNet Committee has requested that FirstNet/AT&T Engineer Andy Sackreiter attend a future FirstNet Meeting in April or May to address issues concerning Band 14, call handoffs and give an update regarding local tower site progress.

LEA Committee: LEA Committee Chair Connie Stufflebeem reports that the Committee is working on the following:

- Updates from the Operations Committee
- Circuit orders for disconnection at co-located sites have been submitted
- Updates on PSAP control station training and call testing
- Continued LEA announcements by State Radio
- No negative complaints or issues regarding the transitioning co-located sites to microwave

Chair Lampe asked Chair Stufflebeem to clarify the term "disconnect" when referring to LEA circuits. Chair Stufflebeem explained that this refers to the co-located huts and transferring them from the old site to the new microwaves. The only thing taken down is the old copper circuits that continue to fail at co-located sites.

Chair Stufflebeem explained that Phase 2 of the circuit removal process involves those that are not co-located.

LEA Committee Vice-Chair Rotter states that it is important for those agencies who do not use LEA are using the new ISICS Platform. Sheriff Rotter stressed that this is the time to start working out communications issues that may arise from this transition.

Other Reports:

Board Information Sharing: SWIC Maiers introduced three official new board members. Cindy Heick has officially been appointed as the new ISICSB member representing the Iowa Department of Public Health. Wendi Hess, with Woodbury County Communications, has

been appointed as the new ISICSB member representing Communications Centers. Blake DeRouchey has been appointed as the new ISICSB member representing the HSEMD.

Technology Chair Updike gave an update regarding the DOC. The DOC has been working with Dave Brittain at DPS to allocate 2,000 talkgroup ID numbers and 3,000 subscriber ID numbers that are being allocated by the facility and working on getting Ft. Madison and Clarinda facilities up and running. SWIC Maiers and Chair Updike are coordinating a meeting with the other Department of Correction Facilities.

Motorola Project Manager ISICS Update: Motorola Solutions Manager Melvin Mercado gave the Motorola Project Update. Mr. Mercado displayed a slide covering the following current actions:

1) Complete Hardin (no change)
    - Compound completed
    - Site plans approved
    - Waiting for legal agreement to complete overall site
2) Rock Rapids construction
    - All foundations completed
    - Electrical completed
    - Shelter and generator installed
    - Waiting for batteries to be delivered (delivery expected next week)
    - Tower staking on hold (currently at 440 ft. of 475 ft.) due to weather
        - 20-foot segment
        - 15-foot segment
3) Battery relocation at Central ISICS core and Westcom/DSM shelters
4) Site Walks and Ballistics Door installations
5) Coverage testing in Lyon/Sioux counties when Rock Rapids operational

FirstNet/AT&T Update: FirstNet/AT&T Representative reports that seven new sites were added during January 2020. Iowa sites include Rockwell, Westside, Charles City, West Liberty, and Marion. There are also new sites in Sutter, IL and Taopi, MN. Mr. Barnett reports there is a total of 173 towers built since Iowa Opt-in. The southwest region of the state will be the focus for 2020.

Mr. Barnett reports that he will be attending the FirstNet Boulder Lab visit with the FirstNet Committee members. Chair Lampe requested that a call handoff demo be shown to the Boulder group for better understanding as to how the roaming between AT&T and US Cellular works.

Mr. Barnett has requested that FirstNet/AT&T Engineer be present at the April or May FirstNet Committee meeting.

Vice-Chair Ness requested to see the current build-out maps along with the US Cellular roaming sites. Mr. Barnett is happy to share those maps with any of the board members who wish to see them.

The ISICSB stated that they would like to see the current build-out map and how it compares to the original build-out map developed when Iowa opted-in to FirstNet in 2017.

CISA-ECD Update: In the absence of Jim Lundsted, there was no report. However, SWIC Maiers reports that TA requests have been approved, and he and Blake DeRouchey are working on getting the courses scheduled. There is a tentative date for the SOP TA that will be announced soon. The Encryption, COML, COMT, and COMMEX TA planning will follow.

SLIGP 2.0 Soft Match Update: Chair Lampe reports that DPS is working on pulling together records dated from the past two years to determine monies that can still be used for the soft match for SLIGP 2.0. There should be no problem meeting the match requirements when cash and the soft match are combined. Bureau of Labor Statistic numbers will be used for calculations.

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Control Station Update: SWIC Maiers reports that the last round of test calls was on February 11, 2020. Approximately 14 PSAPs are remaining to answer a test call. SWIC Maiers stated that the previous goal was to have 95% of all PSAPs connected to ISICS by 2022, so we are ahead of that goal from the previous SCIP.

All PSAP equipment has been delivered following software fixes from the manufacturer.

Of the 14 PSAPs remaining to answer a test call, most are waiting for vendor equipment or need to meet with SWIC Maiers for one-on-one training.

Regents' Schools were included with this. Iowa School for the Deaf will be getting some equipment as well.

SWIC Maiers said that for some PSAPs, a one-on-one session would likely be required to help them get it installed and understand how it works. He clarified that some of the installs are being done in conjunction with a local project with local projects related to new consoles or a build-out into ISICS. Around eight PSAPs are awaiting parts from the vendor for installs. The remaining PSAPs may not have been able to answer a test call due to training or programming issues with the consoles.

Old Business:

Shared Systems Study Group: A list of members has been developed. SWIC Maiers gave an overview of the member list and pertinent characteristics to the ISICSB. The group is hoping to have its first meeting in mid to late March 2020.

New Business: Michele Bischof made a motion for approval of one new user: Mapleton Police Department – Level 2. Peter Huffman seconded the motion. All in favor. Motion passes.

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Vice-Chair Ness made a motion for the approval of the Iowa-Illinois MOU. Cindy Heick seconded the motion. All in favor. Motion passes.

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Peter Huffman made a motion for the approval of accepting and posting on the ISICSB website for public viewing the PLEXA letter regarding Sub Regional Talkgroups. Michele Bischof seconded the motion. All in favor. Motion passes.

Public Comment: None.

Motion to Adjourn: Peter Huffman made a motion to adjourn the meeting. Michele Bischof seconded the motion. All in favor. Meeting adjourned at 11:55 am.

YouTube link for the February 2020 ISICSB Board Meeting:
https://www.youtube.com/watch?v=8J_VKofBtYo